

TAB

SECRET

STATEMENT OF MISSION, ORGANIZATION, FUNCTIONS AND POLICIES
OF THE OFFICE OF SECURITY

A. MISSION

The Director of Security is charged with the preparation and the execution of the Agency's security program and with the performance of security inspection functions.

B. ORGANIZATION

1. As a means toward carrying out the assigned mission of the Director of Security, the Office of Security has been organized into five Staffs and two major operating components.
2. The Director of Security has a Deputy Director of Security who assists him in the direction of the office as a whole and who acts for him in his absence. In addition, he has a Deputy Director for Personnel and Physical Support who is in charge of one of the major operating components of the office and a Deputy Director for Investigations and Operational Support who is in charge of the other major operational component. There are an Executive Officer, a Policy Staff, an 25X1A
 a Security Research Staff, an Inspection Staff and an Administration and Training Staff.

C. FUNCTIONS

1. The Deputy Director for Personnel and Physical Support supervises and directs the operations of the Personnel Security Division and the Physical Security Division.

SECRET

SECRET

a. Personnel Security Division

- (1) Determines the investigative requirements for staff employment and other overt type cases and appraises the reports of such investigations and issues security clearances or recommends disapproval.
- (2) Conducts interviews by means of general and special interrogation techniques.
- (3) Controls and guides Agency personnel in connection with engagement in outside activities such as speeches, writings, foreign travel, etc.
- (4) Maintains complete personnel security files of staff employees and overt consultants and contacts.

b. Physical Security Division

- (1) Develops, operates and maintains all physical security measures for CIA Headquarters installations.
- (2) Conducts security inspections and special surveys of foreign installations.
- (3) Plans and maintains continuing supervision of safety measures.
- (4) Conducts positive and counter technical measures; tests and prepares equipment therefor and conducts training in the techniques.

SECRET

SECRET

2. The Deputy Director for Investigations and Operational Support supervises and directs the Security Support Division of the Office of Security.

25X1A6A

a. Security Support Division

25X1A6A

25X1A6A

- (2) Investigates and appraises the security acceptability and issues clearances and recommends approvals for the use of "covert" personnel.
- (3) Maintains complete personnel security files of a "covert" nature.
3. Executive Officer assists the Director of Security in the policy planning and administration of the Office of Security and its security program; guides and coordinates the various components of the office in their operations; and represents the Director of Security in coordinating with other offices of the Agency and by membership on various boards and committees.

SECRET

SECRET

4. Policy Staff devises security policies including security regulations and staff studies for the Director of Security; furnishes security guidance to Agency components on the dissemination of classified material and other security problems of a policy nature; and represents the Agency and the Director of Security on various inter and intra Agency security committees.

25X1

25X1

7. Administration and Training Staff provides administrative and training support for all activities of the Office of Security.
8. Inspection Staff conducts special inspections as directed by the Director of Security.

SECRET

25X1

Approved For Release 2002/05/06 : CIA-RDP78-04718A000200130065-6

Next 3 Page(s) In Document Exempt

Approved For Release 2002/05/06 : CIA-RDP78-04718A000200130065-6

SECRET

Agency by members of the Security Staff are encouraged.

- b. The protection of internal sources and confidences is an inviolate rule.
- c. Investigations of a quasi-administrative nature when performed by the Office of Security are of a fact finding character only and not punitive; they are referred to appropriate command channels for any action indicated.
- d. All security officials are encouraged to act in personal consultative roles when presented with the problems of employees. Their mission is to help employees in all ways when possible and proper and not to use a punitive approach. We have a heavy investment in employees and believe that it is our mission to protect and salvage them, if justified, when trouble arises. The problems of publicity and cover compromise make constant attention to personal problems essential. The Office of Security maintains a 24-hour coverage to handle security matters which may come up on non-duty hours.
- e. It is a rule of the Office of Security not to interfere with the private life of an employee unless his activities constitute a security risk.
- f. As referred to above under Basic Security Responsibilities, each office head is basically responsible for the operation of his office and, as a corollary, each individual is charged with the

SECRET

SECRET

responsibility of observing good security practices. This results in a responsibility for security through command channels to each individual.

7. Authority of the Director of Central Intelligence to Terminate Employment of any Officer or Employee of the Agency.

- a. Section 102c of the National Security Act of 1947 empowers the Director of Central Intelligence to summarily terminate the employment of any employee whose retention is not in the best interests of the United States. The DCI may at his discretion convene an Employment Review Board to advise him in this matter, but he is not bound by any recommendation or advice.

8. Career Policy

- a. A college degree or equivalent with prior investigative or security experience is becoming a basic requirement with few exceptions for entrance into professional security positions.
- b. The careers of all security employees are closely followed by the Director of Security personally with assistance from the Administration & Training Staff and Office Career Board which is composed of senior officers who meet on an average of every other week. Care is taken to avoid letting an individual, whether professional or clerical, get into a blind alley where progress is completely cut off, provided he has ability and potential. Continual training of all employees is emphasized.

SECRET